

Job title: Librarian

Reports to: Borough Manager

Classification: Full-Time; 40 hours a week

Compensation: \$50,000 - \$60,000, Paid time off (PTO), Medical and dental vision insurance, Pension, Long term Disability, paid holidays

The Mary M Campbell Public Library located in Marcus Hook, PA is seeking a creative, energetic, and community-minded Librarian to join our team. Under the direction of the Borough Manager, this position manages all aspects of the library including children's collection, programming, and services. The Librarian designs and leads engaging programs for children from birth through elementary school, including Storytimes. They also support general library services for all patrons. Key duties include planning juvenile programs, maintaining the children's collections, building relationships with local elementary schools, preschools, daycares, assisting with outreach, and providing exceptional customer service. Excellent customer service skills are essential, including the ability to engage warmly with children, caregivers, and patrons of all ages in a friendly, helpful, and professional manner. Strong communication skills, a passion for youth engagement, and the ability to collaborate effectively are essential for success in this role.

POSITION

SUMMARY

Under the direction of the Borough Manager, this position coordinates and manages the children's collections, programming, and activities. The Librarian also leads all Storytimes and special services such as the Summer Reading Program. This staff member also provides general library services for all library patrons. The Librarian needs to attend board meetings via teams LINK. The Librarian will also send a monthly report to the Borough Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements all aspects of programming for children from birth to elementary age.
- Evaluate community needs and identify opportunities for new programs, services, and collections.
- Helps to create a welcoming, vibrant, and dynamic space for children and their caregivers.
- Serves as the main point of contact for local daycares, preschools, elementary schools, and maintains great relationships with them.
- Participate in staff training.
- Select materials for, maintain, and display the children's collections.

- Assists with cataloging and processing of materials for the children's area.
- Assists with fundraising events when needed.
- Assists with circulation duties as needed, including shelving. Also regularly assists patrons with use of collection, including readers' advisory.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college. Or nine credits in Library Sciences.
- Minimum of 1 year of experience working in a library setting, or
- An equivalent combination of education and experience which provides the required knowledge and skills.

SKILLS AND ABILITIES

- Desire and ability to serve the public with enthusiasm, friendliness, tact, and diplomacy.
- Knowledge of public library programs, including S.T.E.M. programming, and services.
- Continuously research and stay informed about the latest developments, trends, and best practices in library services, technology, and collection management.
- Strong interpersonal skills and the ability to work effectively with a wide range of people.
- Ability to comprehend and follow instructions and communicate effectively, orally and in writing.
- Adept at multitasking and organization with keen eye for details.
- Must possess advanced computer application skills.

SPECIAL REQUIREMENTS

- This position requires satisfactory passage of criminal background check and child abuse clearances.

PHYSICAL DEMANDS

- Moderate to substantial physical effort is required to perform duties under typical work conditions.
- The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms.

- Vision requirements include the ability to read routine documents and use a computer.
- The employee is sometimes required to lift and/or move up to 25 pounds, climb, stoop, kneel, crouch, or crawl.

HOURS AND BENEFITS

- Must be adaptable to changing work hours and have flexible availability to fill in where needed.
- Nights and weekends are required.
- Paid time off (PTO) allowance based on longevity of employment plus 12 paid holidays per year.
- Medical, dental and vision insurance provided.
- Pension Plan with 5% Borough Match Contribution.
- Long Term Disability.

Contact:

Interested applicants should email a cover letter and resume to: office@marcushookboro.org

Applicant should include salary requirement.

Deadline:

Applications will be accepted until the position is filled.

PLEASE NOTE: This job description is not designed to contain all the activities, duties or responsibilities that are required of the employee. Other duties may be assigned to meet library needs.

Mary M. Campbell Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit, and business need.